

SECRET

12 June 1957

MEMORANDUM FOR: SR/COP, SR/COP/PP, SR/7, SR/PP, SR/3

SUBJECT : Coordination of Ukrainian Affairs

REFERENCE : Memo of 10 December 1956, "Coordination of Ukrainian Affairs"

1. Per reference, the following procedures have been put into effect in order to facilitate proper coordination of Ukrainian matters:

a. SR/3 has been designated as official coordinator for all Ukrainian matters (CE, AEACRE activities, PP programs). [SR/3-W3 has been appointed as permanent Ukrainian operations coordinating officer.

b. Upon receipt of a field communication, SR/3 will determine which component within SR has the responsibility for action and so inform it. After action is completed, all correspondence will be returned to SR/3 for retention in the proper file.

c. All case officers planning to contact any of the AECASSOWARIES in the U.S. will meet in person with the SR/3 coordinating officer to be briefed on new developments in Ukrainian operations. They will also inform the coordinating officer of the time and place of such contact and the anticipated scope of discussion. Upon return, the contacting party will file a copy of the contact report with the coordinating officer.

d. All replies to the field will be in the form of memoranda which will go as attachments to a covering dispatch prepared by the SR/3 coordinating officer.

2. In order to implement the above-mentioned procedures, the SR/3^{*} coordinating officer will maintain the following reference files for use by all case officers maintaining contact with the AECASSOWARIES:

a. A complete, up-to-date log of all projected contacts, as reported by the contacting parties, including a brief summary of the subjects discussed.

b. A complete log of all contact reports prepared by parties contacting the AECASSOWARIES.

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DATE 2007

SECRET

SECRET

- 2 -

c. A case officer information file including a complete record of aliases (first and surnames) used by the respective case officers in their contacts with the AECASSOWARIES; a record of all transfers, TDY's, and trips of contacting personnel; and other pertinent material dealing with the contacting parties.

d. A reference file on all AECASSOWARY-Agency sponsored programs including such information as project outlines, summaries of project activities, and a complete list of the specific AECASSOWARIES being utilized by each project.

e. A complete log of minutes of all inter-sectional meetings held to discuss Ukrainian operations.

f. A complete file of all memos prepared by the SR/3 coordinating officer, and copies of all dispatches to the field relating to Ukrainian operations affecting the AECASSOWARIES.

3. It has been decided that the above-mentioned procedures would eliminate the necessity for preparing six-month activity reports and monthly progress reports as outlined in Paragraph 1, Section e and f, of the above-mentioned reference. If a need for such reports develops in the future, a memorandum covering this subject will be prepared and disseminated to the components dealing with Ukrainian operations.

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Chief, SR/3

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